



# Department of Human Resources & Civil Service

## Job Announcement

### Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** NURSE COORDINATOR, STD/HIV PROGRAM (\*Provisional Appointment)

**SALARY:** \$47,572 - \$61,140 annually

**LOCATION:** Monroe County Department of Public Health

#### **JOB SUMMARY:**

This position in the Monroe County Department of Public Health, is responsible for coordinating and managing the activities of the Sexually Transmitted Disease (STD), and Human Immunodeficiency Virus (HIV) Programs which provide confidential STD/HIV prevention services, case management, disease surveillance and interventions aimed at reducing the rates of STD/HIV in the County. Work is conducted in accordance with State and local regulations and standards of practice. The duties of this position involve oversight of the STD clinic contract and services, issuing and responding to request for proposals; tracking and monitoring contracts, grants, and program budgets. General supervision is exercised over health care professionals, nurses, clerical staff and first line supervisors. The employee reports directly to and works under the general supervision of an administrative-level supervisor. Does related work as required.

#### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing, plus EITHER:

- (A) Three (3) years paid-full time or its part-time equivalent nursing experience in community or preventative health in a federal, state, or local health agency OR in a diagnostic treatment center, health maintenance organization, home health agency, long-term home health care program, or public health nursing program, one (1) year of which must have involved supervision of professional nurses; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing, Health Education, Community Health, or Public Administration or a closely related field, plus two (2) years paid full-time or its part-time equivalent experience as defined in (A) above, one (1) year of which must have involved supervision of professional nurses; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

#### **SPECIAL REQUIREMENTS:**

**Possession of a valid New York State license as a Registered Professional Nurse.**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Application to:**

Monroe County Department of Public Health  
111 Westfall Road - Human Resources Rm:752B  
Rochester, NY 14620

**Posting Date:** May 16, 2013

**Posting Deadline:** May 31, 2013

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.